

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

Position Title: Assistant Division Manager #06-12
Location: Dallas, Texas
Closing Date: September 30, 2006, or until filled
Starting Salary/Range: \$51,528 up to \$85,000*
*Depending upon qualifications and experience

POSITION OVERVIEW: The United States District Court for the Northern District of Texas is recruiting for an Assistant Division Manager for the Dallas Clerk's Office. The incumbent will coordinate all areas of the Dallas Division including civil and criminal docketing, jury management, records management and intake under the direction of the Dallas Division Manager.

QUALIFICATIONS:

- Thorough knowledge of the clerk's office and its function within the court system.
- Thorough knowledge of all applicable procedural rules including the Federal Rules of Civil and Criminal Procedures.
- Knowledge of and ability to comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Ability to lead a team of employees in the implementation of new ideas and better work procedures; demonstrated skill in maximizing employee performance.
- Skill in identifying, understanding and responding to customer needs. Superior ability to communicate accurately and effectively, both orally and in writing, within and outside the court unit.
- Experience in supervising a variety of positions within an office environment.
- Effective computer skills and knowledge of computer processes and capabilities.
- A bachelor's degree from an accredited college or university, preferably in business administration, public administration or related field. Four (4) years of progressively responsible court operations or related experience strongly preferred. At least one (1) year of supervisory experience required.

BENEFITS: The incumbent will be entitled to participate in health and life insurance programs and will be given leave for federal holidays, vacation, and sick leave. The incumbent will not be reimbursed for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

The selection of a qualified candidate will be contingent upon the results of a mandatory fingerprint and criminal background records check. The applicant must be a United States citizen or provide documentation proving eligibility to work in the United States.

Submit resume with salary history and college transcript to:

Loretta Robinson

Human Resources Manager

U.S. District Court - Northern District of Texas

1100 Commerce Street, Room 1452

Dallas, TX 75242

Fax: (214) 753-2247

Email: humanresources@txnd.uscourts.gov

Resumes without code #06-12 will not be considered

***** The Court is an Equal Opportunity Employer *****

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative. The decision on granting reasonable accommodations will be made on a case by case basis.